

General Counsel

TO : ~~Assistant Director of General Counsel~~
ATTN : Administrative Officer
FROM : Chief, Personnel Division (O)
SUBJECT : Request for Civilian Personnel Data

18 February 1952

1. As a means of presenting effective personnel strength data the method of reporting personnel strength is being revised. In order that the revision may reflect comparable data in concurrent reports and in order to verify existing personnel records, it is requested that this division be furnished a complete name listing, by division within your office, of civilian personnel on duty or in process as of 17 February 1952. Each divisional list will contain all authorized civilian positions in Position Control Number order or in Slot Number order as applicable. An authorized position which is staffed or is authorized to be staffed by Military or State personnel need not be listed.

2. Consultants on duty and in process will be listed separately.

3. It is requested that required lists be forwarded to this division by the close of business Wednesday, 20 February 1952.

4. A suggested format for submitting lists is included as attachment 1.

25X1A

Attachment